City Of Wyoming - Department Of Building Safety
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
651-462-0575
permits@wyomingmn.org

SIGN PERMIT APPLICATION

A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR EACH SIGN ON THE PROPERTY.

Site Address _____
Address City State Zip

Parcel ID Number 21. _____ Trailer # _____

Property Owner: Name _____

Phone _____ Email _____

Business Owner: Name _____

Phone _____ Email _____

Builder/Contractor: Name _____ License # _____

☐ Property Owner is Contractor

Contact _____ Phone _____

Address _____

Email _____

Sign will front: On City Street: _____

On County Road: _____ Has permit been received from MNDot? ☐ Yes ☐ No

State or Interstate Highway: _____ Attach copy of permit. MNDot Contact – Jeff Constant – 651-775-0409

Sign Size: Face Width - _____ Face Height - _____ Total Square Feet - _____

Overall Height of Sign (including support structure) - _____

☐ Double Sided ☐ Single Sided

☐ Lighted ☐ Non-Lighted

Electronic Message? ☐ No ☐ Yes – See Wyoming Sign Ordinance regarding specific restrictions for signs with electronic messages

Conditional Use Permit issued? ☐ Yes ☐ No

Subject Matter Of Sign: ☐ Advertise Off Premise – Not permitted ☐ On Premise - _____

1. On an attached page, **provide a site plan** showing the location of the proposed sign and its scaled relationship to roads, lot lines, and buildings on the property.
2. Attach **a detailed drawing of the surface display area of the sign and its supporting structure** (if applicable). Freestanding signs must have an engineered design to resist a 90 mph, 3 second wind gust.

Applicant Signature _____ Date _____ / _____ / _____

Property Owner Signature _____ Date _____ / _____ / _____

OFFICE USE ONLY

APPROVED☐/☐DISAPPROVED By _____ Date _____ / _____ / _____

Permit # _____ ☐ Digital Plans

Revised 9/22/26

DIVISION 28. SIGNS

Sec. 40 – 740. Purpose and Findings.

(1) Purpose: The sign ordinance is intended to establish a comprehensive and balanced system of sign control that accommodates the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification. It is the intent of this Division, to promote the health, safety, general welfare, aesthetics, and image of the community by regulating signs that are intended to communicate to the public, and to use signs which meet the city's goals by authorizing:

(a) Permanent signs which establish a high standard of aesthetics;

(b) Signs which are compatible with their surroundings;

(c) Signs which are designed, constructed, installed and maintained in a manner that does not adversely impact public safety or unduly distract motorists;

(d) Signs which are large enough to convey the intended message and to help citizens find their way to intended destinations;

(e) Signs that are proportioned to the scale of, and are architecturally compatible with, principal structures;

(f) Permanent signs which give preference to the on-premise owner or occupant; and

(g) Temporary commercial signs and advertising displays which provide an opportunity for grand openings and occasional sales events while restricting signs which create continuous visual clutter and hazards at public right-of-way intersections.

(2) Findings: The city of Wyoming finds it is necessary for the promotion and preservation of the public health, safety, welfare and aesthetics of the community that the construction, location, size and maintenance of signs be controlled. Further, the city finds:

(a) Permanent and temporary signs have a direct impact on and relationship to the image of the community;

(b) The manner of installation, location and maintenance of signs affects the public health, safety, welfare and aesthetics of the community;

(c) An opportunity for viable identification of community businesses and institutions must be established;

(d) The safety of motorists, cyclists, pedestrians and other users of public streets and property is affected by the number, size, location and appearance of signs that unduly divert the attention of drivers;

(e) Installation of signs suspended from, projecting over, or placed on the tops of buildings, walks or other structures may constitute a hazard during periods of high winds and an obstacle to effective fire-fighting and other emergency service;

(f) Uncontrolled and unlimited signs adversely impact the image and aesthetic attractiveness of the community and thereby undermine economic value and growth;

(g) Uncontrolled and unlimited signs, particularly temporary signs which are commonly located within or adjacent to public right-of-way or are located at driveway/street intersections result in roadside clutter and obstruction of views of oncoming traffic. This creates a hazard to drivers and pedestrians and also adversely impacts a logical flow of information;

(h) Commercial signs are generally incompatible with residential uses and should be strictly limited in residential zoning districts; and

(i) The right to express noncommercial opinions in any zoning district must be protected, subject to reasonable restrictions of size, height, location, and number.

Sec. 40 – 741. Definitions.

Signs are a permitted accessory use in all districts. For purposes of this Division, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(1) Abandoned Sign: A sign which no longer identifies or advertises a bona fide business, tenant, service, owner, product or activity, and/or for which no legal owner can be found.

(2) Advertising Copy: The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.

(3) Advertising Sign: A sign that directs attention to a business or profession or to a commodity, service, or entertainment not sold or offered upon the premises where the sign is located or to which it is attached.

(4) Animated Sign: A dynamic sign or display manifesting either kinetic or illusory motion occasioned by natural, manual, mechanical, electrical, or other means.

(5) Awning/Canopy/Umbrella Sign: A sign that is part of or attached to a canopy or awning, and/or a sign constructed of flexible translucent or fabric-type material that incorporates a written message or logo on the exterior.

(6) Balloon Sign: A sign consisting of a bag or similar device of lightweight material supported by helium, hot or pressurized air, which is greater than eighteen (18) inches in diameter.

(7) Banners, Pennants, Streamers, and Festoons: A temporary sign or attention-getting device generally made of flexible materials such as paper, cloth, plastic, or any non-rigid material with no enclosing framework. National and state flags shall not be included in this definition.

(8) Billboard Sign: A sign structure advertising an establishment, merchandise, service, social/political statement, or entertainment that is not sold, produced, manufactured, or furnished at the property on which the sign is located.

(9) Business Sign: Any sign which identifies a business or group of businesses either retail or wholesale, or any sign which identifies a profession or is used in the identification or promotion of any principal commodity or service, including entertainment, offered or sold upon the premise where such sign is located.

(10) Community Promotion Sign: An attention-getting device such as a banner or seasonal decorations that are installed and maintained by the city.

(11) Construction Sign: A non-illuminated sign announcing the names of architects, engineers, contractors, or other individuals or firms involved with the construction, alteration, or repair of a building (but not including any advertisement of any product) or announcing the character of the building enterprise, or the purpose for which the building is intended.

(12) Designated Sign: Changeable copy sign, electronic; dynamic display sign; electronic graphic display sign; flashing sign; multivision sign; shimmering sign video; display sign.

(13) Directional Sign: Signs which provide directions to businesses, churches, parks, and similar facilities for the benefit of the traveling public. The sign may include the name of the facility and direction, but shall not contain advertising.

(14) Dynamic Display Sign: See Moving Sign.

(15) Electrically Energized Sign: Signs whose motion or visual impression of motion is activated primarily by electrical means.

(16) Electronic Changeable Copy Sign: A sign or portion thereof that displays electronic, nonpictorial text information in which each alphanumeric character, graphic, or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), film optics, light bulbs or other illumination devices within the display area. Electronic changeable copy signs include computer programmable, microprocessor controlled electronic displays. Electronic changeable copy signs include projected images or messages with these characteristics onto Buildings or objects. Electronic changeable copy signs do not include governmental signs.

(17) Electronic Graphic Display Sign: A sign or portion thereof that displays electronic, static images, static graphics or static pictures, with or without text information, defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, repixalization or dissolve modes. Electronic graphic display signs include computer programmable, microprocessor controlled electronic or digital displays. Electronic graphic display signs include projected images or messages with these characteristics onto buildings or other objects.

(18) Freestanding Sign: A sign that is self-supporting, affixed to a frame structure, and not attached to a building.

(19) Flashing Signs: A directly or indirectly illuminated sign or portion thereof that exhibits changing light or color effect by any means, so as to provide intermittent illumination that changes light intensity in sudden transitory bursts and creates the illusion of intermittent flashing light by streaming, graphic bursts showing movement, or any mode of lighting which resembles zooming, twinkling or sparkling.

(20) Front, Lot Line: This refers to the boundary of a lot that abuts an existing dedicated street. For lots abutting more than one (1) street, the front shall be that which is the minimum frontage. For lots abutting more than one (1) street with the same frontage, the city shall determine the front lot line.

(21) Gas Pump Dispenser Information Screens: A screen installed in a gas pump dispenser and oriented so as to be visible only by the customer using the gas pump dispenser.

(22) Governmental Sign: A sign which is erected by a governmental unit for the purpose of identification and directing or guiding traffic.

(23) Height of Sign: The vertical distance from the elevation at the centerline of the street upon which the sign fronts, measured at the nearest point to the sign and to the top of the sign structure, or from the elevation of the ground surface at the base of the sign to the top of the sign structure, whichever is higher.

(24) Identification Sign: Signs located in a residential district which identify a subdivision, apartment complex or similar identifications and set forth the address of the premises where the sign is located; and signs in all other districts which identify the business or owner and set forth the address of the premises where the sign is located.

(25) Illuminated Sign: Any sign that has characters, letters, figures, designs, or an outline illuminated by electric lights or luminous tubes as a part of the sign proper.

(a) Backlit Illuminated Sign: A light source contained within the sign element or sign cabinet that illuminates by shining through a translucent surface or sign face, except where only the letters of the sign copy are illuminated.

(b) External Illuminated Sign: A light source outside the sign element or sign cabinet that illuminates by directing light onto the sign surface, such as by floodlights or spotlight.

(c) Internal Illuminated Sign: A light source contained within the sign cabinet or sign element that illuminates by directing light onto the sign surface, or that illuminates only the letters of the sign copy, and which is not backlighting.

(d) Neon Illuminated Sign: A light source supplied by neon or other gas in which the light tube is bent to form letters, symbols, or other shapes.

(26) Illusionary Movement: Signs exhibiting the illusion of movement by means of a preprogrammed repetitious sequential switching action in which illuminated elements of the sign are turned on or off to simulate the impression of motion characteristics.

(27) Individual Property Sale or Rental Signs: Any on-premise sign announcing the name of the owner, manager, realtor, or other persons directly involved in the sale or rental of the property or announcing the purpose for which it is being offered.

(28) Informational Sign: Any sign giving information to employees, visitors, or delivery vehicles, but containing no advertising. May include name of business but must predominantly represent a directional or informational message.

(29) Institutional Sign: A sign or bulletin board that identifies the name and other characteristics of a public, semi-public, or private institution, including churches, hospitals, nursing homes, schools, and other non-profit and charitable organizations, on the site where the sign is located.

(30) Logo: An identifying graphic which may or may not be a registered trademark but which is the official graphic identifier for a business organization.

(31) Marquee Sign: A building sign painted on or attached to a marquee.

(32) Mechanically Energized: Signs manifesting a repetitious preprogrammed physical movement or rotation in either one or a series of planes activated by means of mechanically based drives.

(33) Menu Board Sign. A sign installed in a drive-through facility and oriented so as to be visible by drive-through customers.

(34) Moving Sign or Dynamic Display Sign: Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure or any other component of the sign. This includes displays that incorporate technology or methods allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components as well as any rotating, revolving, moving, flashing, blinking or animated display and any display that incorporates rotating panels, LED Lights manipulated through digital input, digital ink or any other method or technology that allows the sign face to present a series of images or displays.

(35) Multivision Sign: Any sign composed in whole or part of a series of vertical or horizontal slats or cylinders that are capable of being rotated at intervals so that partial rotation of the group of slats or cylinders produces a different image and when properly functioning allows on a single sign structure the display, at any given time, one of two *(2)* or more images.

(36) Naturally Energized: Signs whose motion is activated by wind or other atmospheric impingement, such as flags, banners, pennants, streamers, spinners, or metallic disks.

(37) Monument Sign: A sign not supported by exposed posts or poles which is architecturally designed and located directly at grade where the base width dimension is at least as wide as the sign.

(38) Multi-Tenant Center: A group of commercial, retail, service, or professional establishments with a designed occupancy of two (2) or more tenants with shared parking and visual appearance as a contiguous structure which may or may not be planned, constructed, or managed as a total entity.

(39) Nameplate: A sign indicating the name and address of a building or the name of an occupant therein.

(40) Noncommercial Opinion Sign: Any sign, which is not a commercial sign, which expresses an opinion and which is deemed by the courts to have greater protection under the First Amendment than a commercial sign.

(41) Nonconforming Sign: A sign that does not conform to the requirements of this division.

(a) Illegal: A sign which was constructed after the passage of this chapter or amendments thereto, but which does not conform to the regulations of this division, or a sign which existed prior to the adoption of this chapter which did not conform to regulations then in effect.

(b) Legal: A sign which lawfully existed at the time of the passage of this chapter or amendments thereto, but which does not conform to the regulations of this division.

(42) Off Premise Sign: A sign advertising a product, business, or company not located on the site where the sign is located.

(43) On-Premises Sign: A sign that pertains to the occupant of the premises and/or property on which it is located.

(44) Political Campaign Sign: Signs or posters announcing the candidate(s) seeking political office and/or political issues, and data pertinent thereto.

(45) Portable (Trailer) Sign: A sign with or without copy and/or graphics which is constructed or placed upon a chassis with wheels, legs, or skids in order to be movable from one location to another, such as may be mounted on an automobile or trailer. This definition does not include permanent identification signs painted directly on vehicles, principally used for transportation, but does include such signs if the vehicles are not used for transportation purposes but are intended rather as a structure to support a sign.

(46) Projecting Sign: A sign with a face perpendicular to the wall of a building upon which it is attached.

(47) Projection Sign: A sign that is projected by means of a light on an exterior wall or other exterior surface.

(48) Public Sign: Signs of a public, non-commercial nature to include safety signs, danger signs, trespassing signs, traffic signs, signs indicating scenic or historical points of interest, memorial plaques, and the like, and when said signs are erected by or on order of a public officer or employee in the performance of official duty.

(49) Interstate Pylon Sign or Pylon Sign: Any permanent, freestanding sign mounted on posts or columns.

(50) Readerboard Sign: Any sign having a message not permanently affixed to the sign face where the text is manually changed.

(51) Real Estate Sign: A business sign placed upon a property advertising that particular property for sale, for rent, for lease, or sold.

(52) Real Estate Development Sign: A business sign placed on premises of a subdivision or other real estate development.

(53) Roof Sign: A sign which is mounted on the roof of a building or which projects above the top of the wall of a building with a flat, gambrel, gable or hip roof, or deck line of a building with a mansard roof.

(54) Shimmering Sign: A sign that reflects or projects an oscillating, sometimes distorted, visual image.

(55) Sign: Any device, structure, fixture, or placard using graphics, symbols, and/or written copy for the primary purpose of identifying, providing directions, or advertising any establishment, product, goods, or services. This includes symbols, flags, pictures, wording, figures, or other forms of graphics painted on or attached to windows, walks, awnings, freestanding structures, suspended by balloons or kites, or on persons, animals, or vehicles.

(56) Sign Area:

(a) Area of Freestanding Sign: This means the area of the actual sign. It does not include embellishments such as the monument base, pole covers, framing, or decorative roofing, provided there is no advertising copy on or attached to the embellishments. If the freestanding sign is double-faced, only 1 face is used to calculate sign area.

(b) Area of Wall Sign: This means the total area of the sign, including all structures framing the sign, background embellishments, or area contained within a rectangle or square drawn completely around the display surface, even if the sign consists of individual letters and/or graphics.

(57) Sign Structure: The supports, foundations, uprights, bracing, and framework for a sign, including the sign area.

(58) Temporary Sign: A sign which is designed or intended to be displayed for a short period of time and is not permanently installed. This includes banners, sandwich board signs, pennants, and flags other than community promotion signs, garage sale signs and flyers, for-sale real estate signs, and curbs signs. Temporary signs may be used three (3) times a year for up to thirty (30) days at a time. The temporary sign shall not exceed thirty-two (32) square feet in area per surface, and no sign shall be so constructed as to have more than two (2) surfaces.

(a) Banner: A temporary sign made of cloth, flexible plastic, or other fabric.

(b) Construction Sign: A temporary sign identifying a building or construction site, architects, engineers, contractors, or suppliers.

(c) Pennant: Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind. Sometimes called “stringer”.

(d) Political Campaign Signs: Signs or posters announcing the candidate(s) seeking political office and/or political issues, and/or dates pertinent thereto. See Sec. 40 – 742 General Regulations.

(e) Portable Sign: A temporary sign designed to be movable from one location to another.

(f) Real Estate Sign: A temporary sign advertising the sale or lease of property or buildings.

(59) Time/Temperature Display Sign: A sign having electrically changing copy that exclusively displays current time and temperature, information and which is not a billboard.

(60) Vehicle Sign: Any sign exceeding ten square feet in area mounted, painted, placed on, attached or affixed to a trailer, watercraft, truck, automobile or other form of motor vehicle so parked or placed so that the sign thereon is discernable from a public street or right-of-way as a means of communication and which by its location, size, and manner of display is reasonably calculated to exhibit commercial advertising identifying an on-site business or supplying directional information to an off-site business. A vehicle sign may be defined as a vehicle that functions primarily as a sign rather than as a transportation device, as determined by any combination of the following factors:

(a) The absence of a current, lawful license plate affixed to the vehicle on which the sign is displayed;

(b) The vehicle on which the sign is displayed is inoperable as defined by this City Code;

(c) The vehicle on which the sign is displayed is not parked in a lawful or authorized location or is on blocks or other supports or is parked in a manner that is not in conformity with the identified parking space on the lot;

(d) The vehicle on which the sign is displayed is not regularly used for transportation associated with the use it advertises;

(e) The vehicle remains parked on the premises after normal business hours when customers and employees are not normally present on the premises; or

(f) The vehicle remains parked in the same vicinity on the property in a location which maximizes its visibility from the public street or right of way on a regular basis.

(61) Video Display Sign: A sign that changes its message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames that gives the illusion of motion, including, but not limited to, the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including electronic changeable copy signs. Video display signs include projected images or messages with these characteristics onto buildings or other objects.

(62) Wall Mounted Sign: A sign attached essentially parallel to and extending not more than twenty-four (24) inches from the wall of a building with no copy on the sides or edges.

Sec. 40 – 742. General Regulations.

Scope of regulations. The sign regulations set forth in this Division shall apply to all structures and all land uses in the city.

(1) Compliance with standards. No person shall place, erect, or maintain a sign, nor shall a lesser or owner permit property under their control to be used for any sign that does not conform to the requirements of this Division.

(2) Regulations. The following general regulations shall apply to all signs.

(a) Required Signs. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four (4) inches high with a minimum stroke width of one-half (1/2) inch.

(b) Signs shall only be erected on appropriate materials and built to resist a 3-second wind gust of 90 mph.

(c) All signs shall be constructed in accordance with the Minnesota State Building Code.

(d) For the purpose of this Ordinance, maximum square footage of a sign shall be computed on the basis of one (1) face of any multi-faced sign.

(e) All signs shall be maintained in good condition and the areas around them kept free from debris, bushes, high weeds, and from anything else which would be an eyesore or nuisance. The surface of all signs must be repainted at least once every two (2) years or whenever necessary as determined by inspection by the Zoning Administrator to prevent the sign surface from becoming unkempt in appearance. When any sign is removed, the Zoning Administrator shall be notified and the entire surrounding area shall be cleared of all debris and unsightly projections and protrusions.

(f) Signs shall not be painted directly to any exterior building surface, but shall be on a separate frame except for temporary display windows. Sign letters/symbols may be directly attached to a wall by adhesive or mechanical fasteners.

(g) The exposed uprights, superstructure or back side of all signs must be painted a neutral color such as light blues, grays, greens or browns, unless such part of the sign is integral to the overall design of the sign.

(h) Signs are prohibited within the public right-of-way or easements, except that the City Council may grant a conditional use permit (CUP) to locate signs and decorations on or within the right-of-way for a specific time, such as if road improvements or other public projects include the elimination of an access to a private property. In such cases, a sign giving directions to the new access may be allowed in the right-of-way.

(i) Signs existing on the effective date of this Division that do not conform to the regulations set forth in this Division are a nonconforming use.

(j) No sign shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.

(k) The sign base, decorative roof, or other embellishments not included in the sign area shall not exceed fifty percent (50%) of the allowable area.

(l) Illuminated signs are permitted only in the Commercial, Central Business, Mixed Use, Industrial, and the Office and Health Care Districts.

(m) Symbols, statues, sculptures, and integrated architectural features on nonresidential buildings may be illuminated by floodlights, provided the direct source of light is not visible from the public right-of-way or the adjacent residential district. The artwork shall have twenty-five percent (25%) of the area considered as a sign.

(n) The city may specify the hours any sign may be illuminated. The hours of illumination may be specified on the permit or any time during the life of the sign. Illuminated signs shall have a shielded light source.

(o) The source of light for any sign must be indirect or diffused and shall not be directed into any adjoining residential district.

(p) Signs which become unsafe or unkempt in appearance shall be repaired or removed by the licensee upon notification by the Zoning Administrator.

(q) Directional signs up to four (4) square feet are allowed up to ten (10) feet above grade provided they are not erected adjacent to any residential street

(r) Temporary signs may be used three (3) times a year for up to thirty (30) days at a time.

(s) Political Signs. Political signs are allowed in any district, on private property, with the consent of the owner of the property. Such signs must be removed within ten (10) days following the date of the election or elections to which they apply.

(t) The permit owner shall be responsible for all of the requirements of this Ordinance, including the liability for expense of removal and maintenance incurred by the City.

(u) Time and temperature display signs that are not billboards are permitted in non-residential zones, subject to the standards of this ordinance and provided they change no more than once every two (2) seconds.

(3) Exempt Signs.
The following signs are exempt from the requirements of this Division:

(a) Official public notices or signs required by local, state, or federal regulations.

(b) Governmental signs, including, but not limited to, traffic control and other regulatory purpose signs, street signs, informational signs, danger signs, and railroad crossings.

(c) On-premises directional signs for emergency hospitals.

(d) Home security signs, “no trespassing,” and “no parking” signs, provided the total signage on a zoning lot shall not exceed two (2) square feet in area, and the signs shall not be placed or maintained in the public right-of-way and shall not be illuminated.

(e) Historical plaques by recognized historical agencies, provided the signs shall not be placed or maintained in the public right-of-way, shall not be illuminated, and shall not exceed four (4) square feet in area.

(f) Interior signs not visible from the exterior of a structure.

(g) Informational signs not exceeding two (2) square feet in area displayed strictly for the convenience of the public, including signs which identify restrooms, waste receptacles, addresses, doorbells, mailboxes, or building entrances.

(h) Community promotion signs.

(i) Temporary political campaign signs.

Sec. 40 – 743. Maintenance of Signs.

Maintenance Required. All signs and sign structures shall be kept in good repair and in a proper state of maintenance.

(1) Activities Considered to be Maintenance. Maintenance shall include activities such as replacing lamps, replacing ballast in freestanding signs, replacing transformers in building identification signs, painting the pole of freestanding signs and the cabinet of freestanding or building identification signs, replacing or repairing the sign face, including H-bars and retainers behind the face, replacing trim, and replacement of sign fasteners, nuts, and washers. A maintained sign structure shall have a sign face.

(2) Items Not Considered Maintenance. The following items are not considered maintenance and shall require that the sign be brought into conformance with all requirements with this Article.

(a) Said maintenance shall not include any changes made to size, height, light intensity or bulk of the sign or the temporary or permanent removal of the sign for the repair or replacement of the cabinet or any part thereof, not including the face.

(b) Said maintenance shall not include changes in poles, structural supports, bases or shrouds, footings or anchor bolts, moving the sign for any reason, change or replacement of the interior and/or exterior cabinet frame (excluding trim) and removal of any part of the signs for maintenance except the sign face. For building signs, maintenance shall not include change in the size of channel letters or any change or replacement of returns or housing except for the sign face and trim. For single face cabinet signs, maintenance shall not include changes or replacement of the interior and/or exterior cabinets nor the cabinet support structures.

(3) Temporary Removal for New Face. Temporary removal of the sign cabinet for the installation of a new sign face is permitted and will not require that the sign be brought into conformance with all requirements of this Division.

Sec. 40 – 744. Legally Established Nonconforming Permanent Signs.

(1) Maintenance as stated in Sec. 40 – 743 above, and alterations, including change of the sign face and color, may be made to legally established nonconforming permanent signs.

(2) A legally established nonconforming permanent sign may be restored, reconstructed, altered, or repaired only in conformance with the provisions of this Division. A sign shall be brought into conformance with all requirements of this Division if it:

(a) Is changed structurally as stated in Sec. 40 – 743 above; or

(b) Is damaged in excess of fifty percent (50%) of the replacement cost, established by a qualified appraiser; or

(c) Is temporarily or permanently removed by any means, including an act of God.

1. Exception: Refer to Sec. 40 – 743, (3), “Temporary Removal of New Face”

Sec. 40 – 745. Basic Design Elements for Specific Identification Signs.

(1) Wall Sign.

(a) A wall sign shall not extend outward more than twenty-four (24) inches from the building or structure wall.

(b) A wall sign shall not extend above the roof or parapet line.

(c) The linear measurement of any wall sign shall not exceed eighty percent (80%) of the linear frontage of the applicable façade of the building.

(2) Awning Sign.

(a) The frame for the awning shall be non-corrosive galvanized metal or aluminum.

(b) The awning shall have a maximum projection of four (4) feet unless a structural permit is obtained.

(c) The electrical service shall be UL listed or its equivalent damp location fixtures. The Electrical Inspector shall determine if the equivalent damp location fixture is acceptable.

(d) The material for the awning shall be flame retardant.

(e) The sign area for an awning shall be located in the lower forty percent (40%) of the vertical dimension of the awning.

(f) The linear measurement of any awning sign shall not exceed eighty percent (80%) of the linear frontage of the applicable façade of the building.

Sec. 40 – 746. Sign Permit.

(1) Application procedure. Any person proposing to erect, place, reconstruct, alter, modify, redesign, or relocate any sign, except signs specifically exempted by this section, shall first make application for a sign permit. The application shall be submitted on a form furnished by the city. The applicant shall submit with the application a complete description of the sign and a sketch showing its size, location, and manner of construction.

(2) Issuance of sign permit. Upon the filing of an application, the city shall examine the plans and accompanying data and determine if they are in compliance with the provisions of this division. If the proposal is found to be in compliance, a permit shall be granted.

(3) Fee. The applicant shall pay a permit fee as set forth in Appendix A of this code. The following signs do not require a permit or permit fee.

(a) Temporary on-site and off-site real estate signs pertaining to the sale, rental, or development of real property.

(b) Temporary signs, such as signs for school, civic or religious functions;

(c) The non-electronic changing of the advertising copy or message on a sign.

(d) Construction signs designating the architects, lending institutions, engineers, or contractors when placed on a site where a building is to be constructed within ninety (90) days if maintained for no more than one hundred twenty (120) days.

(e) Temporary window signs placed within the building and not exceeding fifty percent (50%) of the window area.

(f) Temporary residential signs advertising garage sales, provided the signage on a zoning lot shall not exceed eight (8) square feet in area, and the signs shall not be placed or maintained in the public right-of-way and shall not be illuminated.

(g) "No hunting" and "No trespassing" signs as regulated by State Statutes 97B.001;

(h) Memorial signs or tablets containing the name of the building, its use and date of erection;

(i) Flags, Noncommercial. Noncommercial flags are exempt from obtaining a permit, provided that if the flags are placed on flagpoles, such poles shall be no taller than twelve (12) feet above the highest outside wall and the side yard setback shall be not less than the height of the pole. Flagpoles shall be placed a minimum of ten (10) feet from the public right-of-way.

Sec. 40 – 747. Sign Plan.

A comprehensive sign plan shall be required for multi-tenant buildings, shopping centers, and residential planned unit developments (PUDs). The comprehensive sign plan for the structure shall be submitted to the city and shall be of sufficient scope and detail to permit a determination as to whether or not the plan is consistent with the following regulations. The effect of the comprehensive sign plan is to require the owner of

a structure to determine and have approved by the city the specific individual tenant sign requirements. No permit shall be issued for an individual use except upon a determination that it is consistent with the approved comprehensive sign plan.

(1) The maximum individual tenant sign sizes for multiple occupancy structures and individual uses which may display signs shall not exceed the maximum provisions for single occupancy structures in the same zoning district.

(2) Multiple occupancy structures may display an area identification sign consistent with the applicable district provisions. Individual freestanding signs identifying the tenants' business shall not be displayed. Twenty-five percent (25%) of the area identification sign must identify the entire site; the balance of the sign may be used for individual tenant identification.

(3) Except as provided in this ordinance, individual tenants of multiple occupancy structures shall not display separate wall signs unless the tenants' business has an exclusive exterior entrance. The number of signs shall be limited to one (1) per entrance, and each sign shall be limited to the maximum wall size sign permitted in the district, the total of which shall not exceed the square footage allowed.

(4) In any multiple occupancy structure qualifying as a mall type shopping center, directory signs shall be permitted for each common public entrance. Each directory sign area shall not exceed a total of fifty (50) square feet and shall be located within fifty (50) feet of the common public entrance being served. The size of individual business identification signing within the directory shall be established during the site plan review process. Attention shall be given to the possible number of tenant or occupancy bays which may be served by the common public entrance for which the directory sign is intended.

Sec. 40 – 748. Prohibited Signs.

The following signs and advertising devices shall be prohibited:

(1) Any sign that by reason of its location, shape, movement, color, lighting intensity, or any other manner interferes with the proper and safe functioning of a traffic sign or signal, obstructs the vision of pedestrians, cyclists, or motorists traveling on or entering public streets, or otherwise constitutes a traffic hazard, as defined by the city;

(2) No sign shall be permitted within public road right-of-way or be affixed to public structures or public utility poles or boxes or other public equipment except for traffic control signs, public utility signs, or signs for public parks, governmental buildings, or other such public facilities.

(3) Balloon signs;

(4) Banners, pennants, ribbons, streamers, inflatables, and strings of light bulbs are prohibited;

(5) Billboard signs;

(6) Computer-controlled variable message electronic signs, except those exclusively indicating time and temperature, or permitted in accordance with Sec. 40 – 752;

(7) Flashing signs, including flashing signs in windows located in the interior of a building;

(8) Portable (trailer) signs, except those used by police and fire departments for traffic control;

(9) Vehicle Signs;

(10) Roof signs, including signs mounted on a roof surface or projecting above the roofline or wall of a structure if either attached to the structure or cantilevered over the structure;

(11) Signs painted on or attached to trees, rocks, or other natural surfaces;

(12) Signs painted directly on a building or fence or attached to a fence;

(13) Signs attached to public utility poles, bridges, or similar public structures;

(14) There shall be no use of search lights, strobe lights, projection signs, vehicle signs, revolving beacons, flashing signs, zip flashers or similar lighted devices;

(15) Off premise signs or off premise billboards or abandoned signs;

(a) Exception: Temporary directional signs for special events with the following requirements:

1. Signs cannot be located within the public right-of-way;

2. Signs must be located on property where written permission has been given by the owner;

3. The sign may be used three (3) times a year for up to thirty (30) days at a time;

4. The sign shall not exceed thirty-two (32) square feet in area per surface, and no sign shall be so constructed as to have more than two (2) surfaces;

(16) Projecting signs which extend over public property;

(17) No signs shall be attached to the exterior of windows;

(18) No sign shall be permitted to obstruct any door, fire escape, stairway or other access of any building or structure;

(19) Unless permitted in accordance with Sec. 40 – 752, electrically energized, animated signs or dynamic signs which shall include the following:

(a) Electronic Changeable Copy Sign,

(b) Designated Sign.

(c) Moving Sign or Dynamic Display.

(d) Electronic Graphic Display Sign.

(e) Flashing Sign.

(f) Multivision Sign.

(g) Shimmering Sign.

(h) Video Display Sign.

(i) Moving Sign.

(j) Illuminated Signs:
Unless a sign's only illumination is external and uncolored, the following additional regulations shall also apply to that sign:

1. No illuminated off-premises sign which changes in color in intensity of artificial light at any time while the sign is illuminated shall be permitted.

2. No illuminated on-premises sign which changes in color or intensity of artificial light at any time when the sign is illuminated shall be permitted, except one for which the changes are necessary for the sole purpose of correcting hour-and-minute, date, or temperature information.

3. A sign that regularly or automatically ceases illumination for the purpose of causing the color or intensity to have changed when illumination resumes shall fall within the scope of the prohibitions of (a) and (b) above.

4. The scope of this subsection's prohibitions include, but are not limited to, any sign face that includes video display, LED lights that change in color or intensity, 'digital ink', and any other method or technology that causes the sign face to present a series of two or more images or displays.

   i Exception for on-premise electronic changeable copy sign which displays exclusively the current numeric price of a product sold upon the premises provided that the electronic changeable copy sign occupy no more than twenty-five percent (25%) of the actual copy and graphic area. The numeric message displayed must be static and the transition from one static display to another must be instantaneous without dissolve or special effects.

5. No illuminated sign shall be permitted which:

   i Is determined to interfere with safe traffic operations; and

   ii Which is directly oriented to any residential district.

(20) Any signs not specifically allowed by this ordinance are prohibited.

Sec. 40 – 749. Residential Districts – Permitted Signs.

Within the A, R-1, R-2, R-3, R-4, R-5, R-6, and MXD (residential uses) districts the following signs are permitted:

(1) Nameplate, real estate sales and development, public, political, identification, informational, institutional, business, directional, construction, temporary and agricultural crop demonstration signs.

(2) Number of Signs. One (1) of each type of sign is allowed per lot frontage, except political signs where one (1) per each candidate is permitted, and agricultural demonstration signs where one (1) for each demonstration plot is permitted.

(3) One (1) address/nameplate sign for each dwelling that shall not exceed nine (9) square feet in area per surface, and no sign shall be so constructed as to have more than two (2) surfaces. Any home occupation signage must be included in the address/nameplate sign.

   (a) Home occupation signs in the Agricultural District are permitted to be no more than sixteen (16) square feet per side;

(4) One (1) nameplate sign and one (1) identification/ freestanding sign for residential developments, unless approved as part of a PUD, with the following regulations:

   (a) The identification sign shall not exceed thirty-two (32) square feet in area per surface, and no sign shall be so constructed as to have more than two (2) surfaces;

   (b) The maximum height shall be six (6) feet;

   (c) The sign must be located at least twenty (20) feet from the public right-of-way and ten (10) feet from all interior lot lines.

(5) One nameplate and one identification/ freestanding sign for each permitted nonresidential use or use permitted with a CUP, with the following regulations:

(a) No more than one (1) flat wall sign, which shall not exceed thirty-five (35) square feet in surface area.

(b) No more than one (1) freestanding sign, including an interim conditionally permitted electrically energized, animated sign or dynamic sign, of not more than thirty five square feet in surface area and no more than fifteen (15) feet in height above the average grade.

(c) A freestanding sign shall be located at least twenty (20) feet from the public right-of-way and ten (10) feet from all interior lot lines.

Sec. 40 – 750. Non-Residential Districts – Permitted Signs.

Within the CB, C, OHC, MXD (non-residential uses), and I districts the following signs are permitted:

(1) Signs as permitted and regulated in the Residential Districts.

(2) Business signs, located on premises, subject to the following provisions:

(a) Wall Mounted Signs.

(b) The total area of a wall sign shall not exceed twenty five percent (25%) of the total area of the wall to which it is attached or two hundred (200) square feet, whichever is less.

(c) No signs shall project above the roof of a structure.

(3) Freestanding and monument Signs.

(a) There may be no more than one (1) freestanding advertising structure for each commercial development having a frontage of six hundred (600) feet or less. One (1) additional structure may be erected for each three hundred (300) feet of additional frontage. No more than one (1) electrically energized, animated sign or dynamic sign is permitted per commercial development regardless of frontage length.

(b) The total area of a freestanding sign shall not exceed one hundred sixty (160) square feet.

(c) The maximum height of any freestanding sign shall be twenty (20) feet.

(d) No part of a freestanding sign shall be closer than ten (10) feet to the front lot line.

(e) When three (3) or more businesses are listed on a single sign or sign system, the sign face materials and illumination method of each shall be identical.

(4) Interstate Pylon Signs

(a) Interstate Pylon signs are meant to be signs for businesses with property along the I-35 corridor.

(b) The maximum allowable size is one hundred eighty (180) square feet

(c) The maximum height is forty (40) feet.

Sec. 40 – 751. Nonconforming Signs.

All signs located within the City of Wyoming prior to the adoption of this Ordinance, may continue to exist as to size, illumination and present location, provided the sign does not violate any provisions of the Wyoming City Code up to the date this Ordinance is passed and adopted, but shall not be modified, expanded, enlarged or re-erected. A permit is required for each existing sign, as applicable under this Ordinance.

Sec. 40 – 752. Electrically energized, animated signs, or dynamic signs.

Findings. Studies show that there is a correlation between Dynamic Displays on signs and the distraction of roadway drivers. Distraction can lead to traffic accidents. Drivers can be distracted not only by a changing message, but also by knowing that the sign has a changing message. Drivers may watch a sign waiting for the next change to occur. Time and temperature signs appear to be an exception to these concerns because the messages are short, easily absorbed, and become inaccurate without frequent changes.

Despite these public safety concerns, there is merit to allowing new technologies to easily update messages. Except as prohibited by state or federal law, sign owners should have the opportunity to use these technologies with certain restrictions. The restrictions are intended to minimize potential driver distraction and to minimize proliferation in residential districts where signs can adversely impact residential character.

Spacing requirements enforced by the City Code could interfere with the equal opportunity to use such technologies and are not included. Without those requirements, however, there is the potential for multiple Dynamic Displays to exist along a corridor. If more than one Dynamic Display can be seen from a given location on a corridor, the minimum display time becomes critical. If the display time is too short, a driver could be subjected to a view that appears to have constant movement. This impact would be compounded in a corridor with multiple signs. If Dynamic Displays become pervasive and there are no meaningful limitations on each sign's ability to change frequently, drivers may be subjected to an unsafe degree of distraction and sensory overload.

Additionally, a constant message is typically needed on a sign so that the public can use it to identify and find an intended destination. Changing messages could detract from this way-finding purpose and adversely affect driving conduct through last-second lane changes, stops, or turns, which could result in traffic accidents. Accordingly, Dynamic Displays generally should not be allowed to occupy the entire copy and graphic area of a sign.

The City finds that Dynamic Displays should be allowed on signs but with significant controls to minimize their proliferation and their potential threats to public safety.

(1) Permitted Signs. Dynamic displays permitted in the C, CBD, I, and OHC, Districts; and nonresidential uses in the A and MXD Districts. Dynamic Display Signs shall comply with the height, size, arrangement, setback, location, and other applicable provisions of this Division and the district in which the sign is located.

(2) Conditionally Permitted Signs. Dynamic Displays are conditionally permitted solely as free-standing ground signs with the issuance of an Interim Conditional Use Permit from the City Council only in the R2, R3, and R6 Districts to display non-commercial or public service announcements when displayed on the site of an approved public or quasi-public land use. Dynamic Display Signs shall comply with the height, size, arrangement, setback, location, and other applicable provisions of this Division and the district in which the sign is located. The conditions with respect to the issuance of any Interim Conditional Use Permit for a Dynamic Display Sign shall cover at least the following:

  (a) Aesthetics of the sign, including, but not limited to message color, construction materials, and landscaping;

  (b) Location of the sign with regard to the surrounding area; and

  (c) Position/layout of the sign with regard to the surrounding area.

(3) Size of Display. Dynamic Displays may occupy no more than 35% of the actual copy and graphic area allowed by the zoning district for which it is located in. The remainder of the sign must not have the capability to have Dynamic Displays even if not used. Only one, contiguous Dynamic Display area is allowed on a sign face. Additionally, the remainder of the sign must not have the capability to have a readerboard sign as defined herein.

(4) Duration of Image. The images and messages displayed on a Dynamic Display Sign must be static. A Dynamic Display's image, or any portion thereof, may not change more often than once every 8 seconds, except one for which changes are necessary to correct hour-and-minute, date, or temperature information.

(5) Transition. If a Dynamic Display's image or any portion thereof changes, the change sequence must be instantaneous, gradually fade, or dissolve to a new message without any special effects.

(6) Message. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.

(7) Sign Construction and Maintenance. The base of Dynamic Display signs must maximize the use of natural materials, such as stone, brick, rock or similar decorative material, in construction and should conform to the material design of the principal structure. All signs shall be maintained in a safe, presentable and good structural condition at all times, including the replacement of defective parts, cleaning and other items required for maintenance of the sign. Vegetation around, in front of, behind, and underneath the base of ground signs for a distance of at least 10 feet shall be neatly trimmed and free of weeds, and no rubbish or debris that would constitute a fire or health hazard shall be permitted under or near the sign.

(8) Prohibition on Video Display. No portion of a Dynamic Display may change any part of its sign face by a method of display characterized by motion or pictorial imagery, or depict action or a special effect to imitate movement, or display pictorials or graphics in a progression of frames that gives the illusion of motion of any kind.

(9) Prohibition on Fluctuating or Flashing Illumination. No portion of a Dynamic Display image may fluctuate in light intensity or use intermittent, strobe or moving light, or light that changes in intensity in sudden transitory bursts, streams, zooms, twinkles, sparkles or in any other manner that creates the illusion of movements.

(10) Audio. Dynamic Displays shall not be equipped with audio speakers.

  (a) Exception: Menu boards and gas pump dispenser information screens in accordance with Sec. 40 – 752 (13).

(11) Malfunctions. Dynamic Displays must be designed and equipped to freeze the sign face in one position if a malfunction occurs. Dynamic Displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner or operator must immediately turn off the display when notified by the City that it is not complying with the standards of this Ordinance.

(12) Brightness. All Dynamic Displays shall meet the following brightness standards:

  (a) No Dynamic Display may exceed a maximum illumination of 4,500 nits (candelas per square meter) during daylight weather conditions and a maximum illumination of 450 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.

  (b) All Dynamic Displays having illumination by means other than natural light must be equipped with a dimmer control or other mechanism that automatically controls the signs brightness to comply with the requirements of this Section.

  (c) No Dynamic Display may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal.

  (d) The owner or controller of the Dynamic Display must adjust the sign to meet these brightness standards in accordance with the City's instructions. The adjustment must be made immediately upon notice of non-compliance from the City.

  (e) A written certification from the sign manufacturer that light intensity has been preset to conform to the brightness levels established by the City's code and that the preset level is protected from end user manipulation by password protected software or other method. This would offer the advantage of ensuring that electronic signs

at a minimum cannot exceed the standards. The sign manufacturer must submit this certification at the time of Sign Permit issuance that the sign has the mechanical capabilities to control luminance at the levels noted in (a) above.

(13) Menu boards and gas pump dispenser information screens.

(a) Menu board signs shall not face the public right of way, and shall be screened from other public views including adjacent parcels and common areas including parking lots, dining areas, open space, and similar areas.

(b) Menu boards and gas pump dispenser information screens are not subject to restrictions on the frequency of message change intervals and video display prohibition.

(14) Non-Conforming Signs. Dynamic Display Signs existing on September 15, 2017 must comply with the operational standards listed herein. An existing Dynamic Display Sign that does not meet the requirements as outlined in (1) and (2) above may continue as a non-conforming development.

(15) Prohibited Signs. Dynamic Display signs shall not be used to display a listing of tenant names, nor can they create distractions which are detrimental to the public health, welfare and safety as determined by the Zoning Administrator.

Secs. 40 - 753—40 - 759. Reserved

(ORDINANCE NO. 2017-02)